



*Annual Performance Report Form*

**Facility Name:** Heidelberg Web Systems, Inc.

**Performance Track ID #:** A01-0014

**Annual Performance Report #:** 1

**Reporting Year:** 2001

**Due Date:** April 1, 2002

## Section A

# General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

*Did you make changes? If so, check box.*

- A.1 ☐ Name of your facility: Heidelberg Web System, Inc.
- A.2 ☐ Name of your parent company: Heidelberger Druckmaschinen AG
- A.3 ☐ Facility contact person for the Performance Track program:  
Name: Mr./Mrs./Ms./Dr. Kenneth M. Jones  
Title: EHS Manager  
Phone: 603-743-5563 Fax: 603-740-5942 E-mail: ken.jones@us.heidelberg.com
- A.4 ☐ Facility's location: Dover/Durham, NH  
Street Address: 121 Broadway  
Street Address (cont.):  
City/State/Zip Code: Dover, NH 03820
- A.5 ☐ Facility's website address (if any): www.heidelberg.com
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:  
☐ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☐ 500 - 1000 ☒ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 3555
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."  
No Changes

## Section B

# Environmental Management System

**B.1 Environmental Management System Assessment.** Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☒ Yes ☐ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

An ISO 14001 annual surveillance audit was performed by TUV Americas on January 21 & 22, 2002. The scope of the audit was to evaluate the conformance of the Dover/Durham environmental management system to the ISO 14001:1996 standard.

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

During September-November 2001, internal audits were performed on all 17 elements of the Dover/Durham environmental management system. These audits were performed to evaluate conformance to the ISO 14001:1996 environmental management systems standard.

The scope of the audits included the required EMS elements, and subsets within these elements.

- Planning (understanding aspects & impacts)
- Implementation & Operation
- Checking and Corrective Action
- Management Review
- Environmental Policy

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

In June of 2001, Third party compliance audits were performed on the Dover/Durham operations. The scope of the audits was to evaluate compliance to applicable local, state, and federal environmental and safety laws & regulations. These audits were performed by Mykrowaters, Inc. of Concord, MA, tel: 978-396-3037. Environmental compliance audits are scheduled to be performed every two years. Our next compliance third party compliance audit will occur in 2003.

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

A facility inspection was conducted in November 2001 by the City of Dover WWTP Pretreatment Coordinator Arnie Powers, tel: 603-742-2453. This inspection was performed to evaluate facility compliance with our industrial discharge permit. Safety inspections are routinely performed by the Dover/Durham Safety Committee. Quality audits are also performed to evaluate conformance to the ISO 9001 quality management standard.

## Section B

(continued)

### B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

Generally, the results of internal audits identified situations where written procedures did not match actual work practices. The difference between procedure and practice typically involved the identity of responsible personnel and the location of records. Improvements to processes had also been made but not adequately communicated. Corrective actions were taken to revise EMS documentation to reflect actual work practices, and communicated changes to all personnel. A Senior Management Review was performed to review EMS related activities including environmental aspect planning, training & awareness, emergency response, and the status of targets & objectives.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

g. When was the last Senior Management review of your EMS completed? *mo/yr* October 2001

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Thomas Doyon

Title: Vice President, Heidelberg Web Systems, Inc.

## Section B

(continued)

**B.2 ISO 14001 Certification.** Is your facility currently certified to ISO 14001? ☒ Yes ☐ No

**B.3 Environmental Aspects Identification.** When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* September 2000.  
Environmental aspects are reviewed every two years, or when there are significant changes in operations. A review of environmental aspects is planned for June 2002.

**B.4 Progress Toward Achieving Objectives and Targets.** In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are significant and towards which progress has been made during the reporting year.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Materials Use	Used wood materials including pallets, boxes, and fixtures are being ground and reused as cover material at a commercial landfill in Rochester, NH operated by Waste Mangement, Inc. Approximately 90% of wood related waste is reused in this manner.
Energy-Electricity	In 2001, new warehouse was built at our Durham facility and began operations, and a relamping project was completed in our Dover machine shop. Based upon our experience with buiding, renovation, and relamping projects, electricity use is expected to be reduced by +/-20%. This reduction is due to the installation of energy efficient lighting and equipment in the new warehouse and machine shop. Actual energy performance data will be included in next years report.
Accidental Releases	The amounts of paints, thinners, oils, and degreasers was reduced on the assembly floor to quantities needed to perform production tasks. In many cases the working quantities needed to perform work related tasks is less than one gallon. This reduces the potential for accidental release of these materials.
Preservation/Restoration	Heidelberg formerly maintained a warehouse in Pawcatuck, CT. In January 2002, Heidelberg completed a move of warehouse operations to Durham, NH. As part of the closure of the former facility Heidelberg completed a voluntary remedial project to restore a +/- 30,000 sq/ft area of soil affected with residual petroleum.

## Section C

# Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

### C.1

#### Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category (see page 16 of the instructions): Air Emissions					
Aspect (see page 16 of the instructions): VOC emissions from painting operations					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	10,780.3	9,825			(optional)
<i>Measurement Units</i>	lbs.				
<i>Normalizing Factor*</i>	1.0	2.2			(optional)
<i>Basis for your Normalizing Factor*</i>	Total weight of presses shipped 2460.35 tons (US) 2000, 5434.39 tons (US) 2001				
<i>Normalized Quantity* (per year)</i>	10,780.3	4,465.9			6,000
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

The difference between CY2000 and CY2001 VOC emissions is due to changes in production volumes. During 2001 the facility conducted a feasibility study to determine if powder coat paint technology could be used in our operation. The results of the feasibility study determined that +/- 80% of our parts could be powder coated. During 2002 a powder coat paint line will be constructed in our Durham facility. It is expected that 80% of our parts will be painted on this line resulting our attainment of our performance commitment.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.2

### Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Solid Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	6.25	1.56			(optional)
<i>Measurement Units</i>	Tons				
<i>Normalizing Factor*</i>	1.0	.72			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of Employees 1,100 in 2000, 800 in 2001				
<i>Normalized Quantity* (per year)</i>	6.25	2.16			.937
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Our baseline data indicated that our cafeteria serves approximately 400 meals daily resulting in the generation of approximately 250, waste plastic and glass bottles filling a 0.5 cubic yard disposal container, weighing approximately 250 lbs. ( $0.5 \text{ cu/yds} = 13.5 \text{ cu/ft} \times 50/5 \text{ day weeks} = 3,375 \text{ cu/ft annual}$  or 6.25 tons) During the calendar year 2000 an employee recycling team was formed. This committee developed and implemented a recycling awareness program. Glass and plastic containers were set up in cafeteria areas. Data collected from October 1, 2001 to March 1, 2002 indicates that approximately 507 cu/ft or 4.69 tons of glass and plastic containers are being recycled.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).



# Section C

(continued)

## C.3 Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

Category (see page 16 of the instructions): Air Emissions					
Aspect (see page 16 of the instructions): Reduction of CO Emissions (trip reduction)					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	CO = 5,400	CO = 2,160			(optional)
<i>Measurement Units</i>	lbs				
<i>Normalizing Factor*</i>	1.0	.72			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of Employees 1,100 in 2000, 800 in 2001				
<i>Normalized Quantity* (per year)</i>	CO = 5400	CO = 3,000			4,320
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

During calendar year 2001 Heidelberg evaluated opportunities to reduce the number of vehicle trips between our Dover and Durham facilities (9 miles apart). An initial employee survey identified that approximately 25 round trips between the two facilities were made daily for business purposes. Baseline CO emission levels were estimated using the typical emissions factors for an "average" passenger car found on the EPA website at [www.epa.gov/otaq/ann-emit.htm](http://www.epa.gov/otaq/ann-emit.htm). Based upon employee data the baseline level of 450 vehicle miles per day appeared to be a reasonable estimate. The baseline and improvement levels are reported in terms of estimated annual or daily pollutant emissions quantities. The majority of vehicle trips were made by Research & Development Engineers. A shuttle service for employees was considered as a means of reducing employee trips. The shuttle service did not offer the flexibility needed for employee work schedules. In 2001, Research & Development operations were consolidated at our Durham facility resulting a reduction of approximately 270 vehicle miles per day. In 2002, our painting operations will be relocated to our Durham facility. This will result in a further reduction in vehicle miles since fewer parts will need to be transported between our Durham warehouse and Dover painting operation.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.4 Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category (see page 16 of the instructions): Air Emissions					
Aspect (see page 16 of the instructions): Reduction of NO <sub>x</sub> (Trip reduction)					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	NO <sub>x</sub> = 337.5	NO <sub>x</sub> = 135			(optional)
<i>Measurement Units</i>	lbs				
<i>Normalizing Factor*</i>	1.0	.72			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of Employees 1,100 in 2000, 800 in 2001				
<i>Normalized Quantity* (per year)</i>	NO <sub>x</sub> = 337.5	NO <sub>x</sub> = 187.5			270
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

During calendar year 2001 Heidelberg evaluated opportunities to reduce the number of vehicle trips between our Dover and Durham facilities (9 miles apart). An initial employee survey identified that approximately 25 round trips between the two facilities were made daily for business purposes. Baseline NO<sub>x</sub> emission levels were estimated using the typical emissions factors for an "average" passenger car found on the EPA website at [www.epa.gov/otaq/ann-emit.htm](http://www.epa.gov/otaq/ann-emit.htm). Based upon employee data the baseline level of 450 vehicle miles per day appeared to be a reasonable estimate. The baseline and improvement levels are reported in terms of estimated annual or daily pollutant emissions quantities. The majority of vehicle trips were made by Research & Development Engineers. A shuttle service for employees was considered as a means of reducing employee trips. The shuttle service did not offer the flexibility needed for employee work schedules. In 2001, Research & Development operations were consolidated at our Durham facility resulting a reduction of approximately 270 vehicle miles per day. In 2002, our painting operations will be relocated to our Durham facility. This will result in a further reduction in vehicle miles since fewer parts will need to be transported between our Durham warehouse and Dover painting operation.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.5 Performance Commitment 5

a. Use this table to report data related to your fifth performance commitment.

Category (see page 16 of the instructions): Air Emissions					
Aspect (see page 16 of the instructions): Reduction of CO <sub>2</sub> Emissions(Trip reduction)					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	CO <sub>2</sub> = 90,000	CO <sub>2</sub> = 36,000			(optional)
<i>Measurement Units</i>	lbs				
<i>Normalizing Factor*</i>	1.0	.72			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of Employees 1,100 in 2000, 800 in 2001				
<i>Normalized Quantity* (per year)</i>	CO <sub>2</sub> = 90,000	CO <sub>2</sub> = 50,000			72,000
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

During calendar year 2001 Heidelberg evaluated opportunities to reduce the number of vehicle trips between our Dover and Durham facilities (9 miles apart). An initial employee survey identified that approximately 25 round trips between the two facilities were made daily for business purposes. Baseline CO<sub>2</sub> emission levels were estimated using the typical emissions factors for an "average" passenger car found on the EPA website at [www.epa.gov/otaq/ann-emit.htm](http://www.epa.gov/otaq/ann-emit.htm). Based upon employee data the baseline level of 450 vehicle miles per day appeared to be a reasonable estimate. The baseline and improvement levels are reported in terms of estimated annual or daily pollutant emissions quantities. The majority of vehicle trips were made by Research & Development Engineers. A shuttle service for employees was considered as a means of reducing employee trips. The shuttle service did not offer the flexibility needed for employee work schedules. In 2001, Research & Development operations were consolidated at our Durham facility resulting a reduction of approximately 270 vehicle miles per day. In 2002, our painting operations will be relocated to our Durham facility. This will result in a further reduction in vehicle miles since fewer parts will need to be transported between our Durham warehouse and Dover painting operation.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

# Section C

(continued)

## C.6

### Performance Commitment 6

a. Use this table to report data related to your sixth performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Waste					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	51	32			(optional)
<i>Measurement Units</i>	Tons				
<i>Normalizing Factor*</i>	1.0	2.2			(optional)
<i>Basis for your Normalizing Factor*</i>	Total weight of presses shipped 2460.35 tons (US) 2000, 5434.39 tons (US) 2001				
<i>Normalized Quantity* (per year)</i>	51	14.54			25.2
*See pages 15-17 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Our baseline data indicated that approximately 51 tons of waste white office paper is generated annually. During 2001 an employee recycling team was formed. This team conducted recycling awareness activities, and evaluated recycling opportunities. It was determined that all "mixed office" paper including white office paper could be recycled using a single vendor. On October 1, 2001 Heidelberg began recycling all mixed office paper. Recycling collection containers were set up in all locations where paper waste was generated. Disposal data collected between October 1, 2001 and March 1, 2002 indicates that 19 tons of white office paper is being recycled.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

## Section D

# Public Outreach and Performance Reporting

**D.1** Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements). Heidelberg publishes an annual environmental report detailing corporate environmental performance. This report is made available at the Heidelberg website ([www.heidelberg.com](http://www.heidelberg.com)). Heidelberg Web Systems is also an active participant in business & industry related environmental networking organizations such as the Northeast Business Environmental Network, and the National Association of Environmental Managers. These organizations promote environmental management systems and share best practice information.

In addition, Heidelberg Web Systems promotes its environmental practices and shares performance information contained in our annual report at public speaking engagements such as the New England Environmental Expo, Boston, MA ([www.enviroexpo.com](http://www.enviroexpo.com)), and the ENTECH Conference, Atlantic City, NJ ([www.environmental-center.com/events/entech02/entech02.htm](http://www.environmental-center.com/events/entech02/entech02.htm)).

**D.2** Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL [www.heidelberg.com](http://www.heidelberg.com))

☐ Open House

☒ Meetings

☐ Press Releases

☒ Community Advisory Panel

☒ Other Corporate mailing of annual environmental report

## Section E

### Self-Certification of Continued Program Participation

On behalf of Heidelberg Web Systems, Inc.  
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date \_\_\_\_\_

Printed Name Mr./Mrs./Ms./Dr. Thomas Doyon

Title Vice President, Operations

Phone Number/E-mail Address 603-749-6600

Facility Name Heidelberg Web Systems, Inc.

Facility Street Address 121 Broadway, Dover, NH & 121 Technology Drive, Durham, NH

Performance Track Identification Number A01-0014

### **Paperwork Reduction Act Notice**

The public reporting and recordkeeping burden for this collection of information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.